

17 OCT 1978

MEMORANDUM FOR: Director of Communications  
Director of Data Processing  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel ✓  
Director of Security  
Director of Training

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT : FY-79 Uniform Promotion System

1. The DDCI has approved the Directorate minimum promotion target for FY-79. The totals by grade will be the subject of a DDA Administrative Notice. Additionally, each Sub-group should publish by 20 October its individual minimum plan as reflected in Phase I of the FY-79 Annual Personnel Plan (APP).

2. The Uniform Promotion System requires that a centralized mechanism be established to track promotions within the DDA as we proceed through FY-79. To that end it is requested that effective immediately your Admin/Personnel Staffs provide the DDA/CMO with an alpha listing of promotions to be effected on each uniform promotion date. The alpha listing must reach the CMO at least concurrent with, but hopefully before the promotion action reaches the Office of Personnel. The CMO will concur as appropriate with the promotion listing and forward a signed copy to the Office of Personnel as authorization to proceed, insofar as the U.S. is concerned, with the requested promotions.

John F. Blake

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DDA/CMO: [ ] 1s (16 Oct 78)